



Yavapai College Student Government Association Executive Board Positions:

The purpose of this document is to provide a description of each position of the YCSGA Executive Board.

President:

Serves as the head spokesperson and represents the YCSGA in a professional, respectable manner at various functions, reviews the documentation as submitted by the treasurer and secretary, and is also responsible for conducting weekly meetings/special meetings.

Vice President:

Supports the president in their responsibilities. As the liaison between the board of senators and the executive board, the vice president chairs all Student Senate Meetings and assumes the position of president in their absence.

Secretary:

Records the official business of the executive board and Student Senate, submits meeting minutes to an online archive, and prepares the meeting agendas and oversees communication and promotional outlets. Secretary also assumes the position of the Vice President in their absence during Senate meetings.

Treasurer:

Keeps account of the YCSGA budget and expenses. Maintains an up-to-date budget and prepares funding proposals as needed. The Treasurer is granted access to the YCSGA's FOAP and assumes the position of president in the absence of the president and vice-president.